City of Brookhaven, Georgia
Population: 49,488

Brookhaven is located in western DeKalb County directly northeast of Atlanta. It is Georgia's newest city and the largest in the county.

Position Description: Interim City Clerk

The City of Brookhaven, GA is seeking an Interim City Clerk.

The Interim City Clerk will assume all duties of the City Clerk for an indefinite period of time. Duties include, but are not limited to, preparing for and managing the functions of all official city meetings; recording actions in public meetings in accordance with state law and parliamentary procedures; posting meeting notices and maintaining public records; responding to Open Records Act requests in accordance with state law.

Requirements

A bachelor's or associate's degree in business, public administration or related field. Must have a minimum of five (5) years of progressively responsible experience in municipal government administration. Any equivalent combination of education and experience may be acceptable.

How to Apply

If you are interested in the Interim City Clerk position, please submit your resume and cover to Careers@brookahavenga.gov.

The City of Brookhaven is an equal opportunity employer.